4.16 ROSTER ITEM MATRIX

Introduction

The Roster Item Matrix screen allow surveys that require categorization of data items, to view and update those items in StEPS. For example, survey XYZ requests that a company report total expenses for the current year and requests that the total expenses be divided into both the **total cost** spent on new and used equipment and the **types** of new and used equipment purchased per NAICS codes.

			↗ 00710 (Laptop) $1000
NAICS	Item	00611 (New Equip.) $1500	→ 00711 (Software) $ 500
6231	00610 - $4500 ↗ (Total expenses)		
	↘	00612 (Used Equip.) $ 500	→ 00712 (Printer) $ 500

Current review & correction screens do not display this type of data breakdown and the relationship between the data items. The Roster Matrix screen is similar to the ID Matrix screen (See Section 4.3 for information on the ID Matrix screen.) where you are given some control over how the data will be displayed when viewing categorized data, such as the example above. All other data items not identified as roster items can be viewed in the other review and correction screens (i.e. ID Matrix, ID by Item, etc.). The Roster Item matrix screen allows you to:

- View roster item data for an ID in a matrix (column/rows) format, for a specified stat period
- View different versions of the data: reported, edited, adjusted, weighted-adjusted
- Edit roster item data for the current stat period
- Add roster key for the current stat period
- Run the edit for a single ID with roster item data
- Derive roster item data for a single ID
- Weight roster item data for a single ID
- Run simple imputation for a single ID with roster item data
- Access the Notes screen for an ID
- Access the Respondent Text screen for an ID (if applicable for the survey)

NOTE: The roster data option is ONLY accessible to surveys that have roster items. (See Chapter 2.1.1, Item Data Dictionary, for more information on identifying roster items and Chapter 2.15, Valid Roster Types, for more information on specifying roster types.)

Accessing the Screen(s)

- Click on the REVIEW AND CORRECTION button from the StEPS Main Menu.
- Select Option 1 - Review & Correction via selection set. This will display the Review and Correction Main Menu.
- From the Review and Correction main menu, choose a selection set to process. (See Chapter 4.1 for more information on accessing and creating selection sets.)
- Select the GOTO pmenu option.
- Select “Roster Data.” (This option will only be available if parmname = ’Roster’ in the PARMLIB.SURVPARM file. Otherwise, will be shaded for surveys without roster data.)
- Select “Roster Item Matrix.”

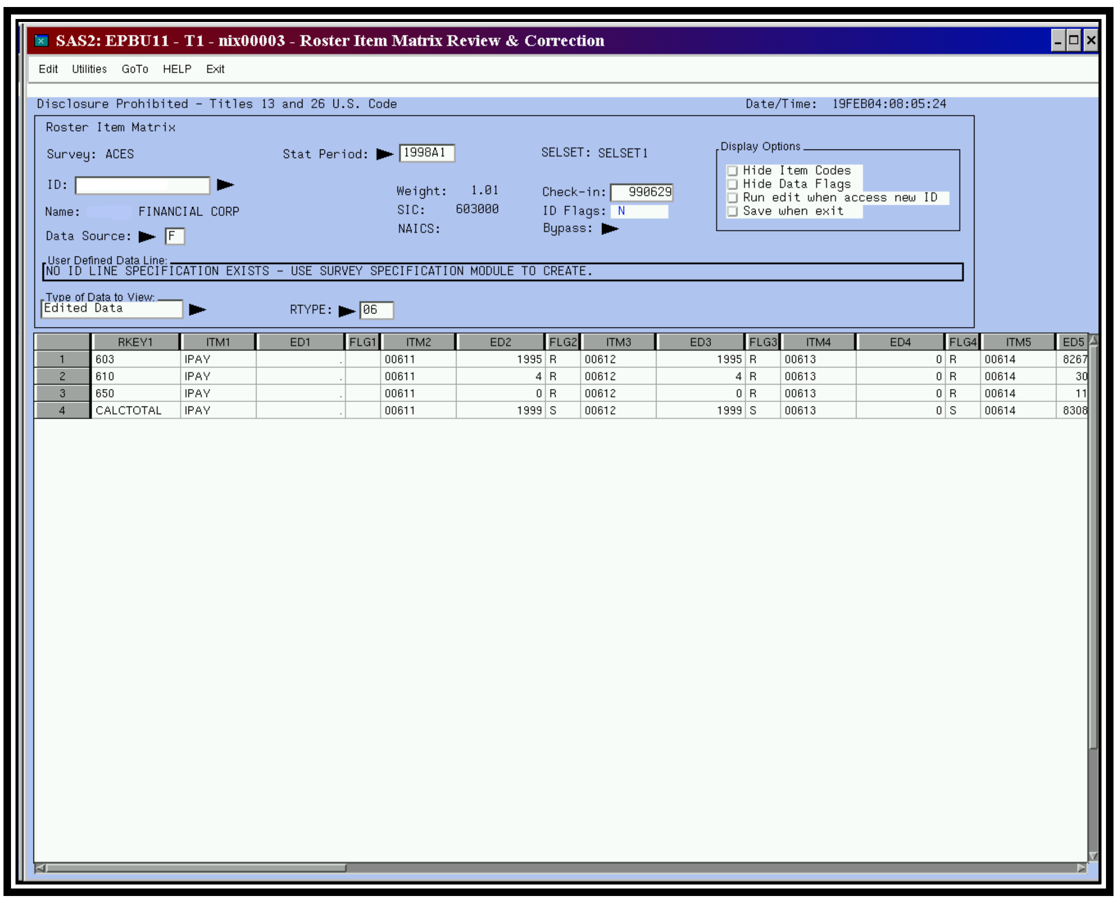

Figure 4.16a Roster Item Matrix Screen (first level of detail)

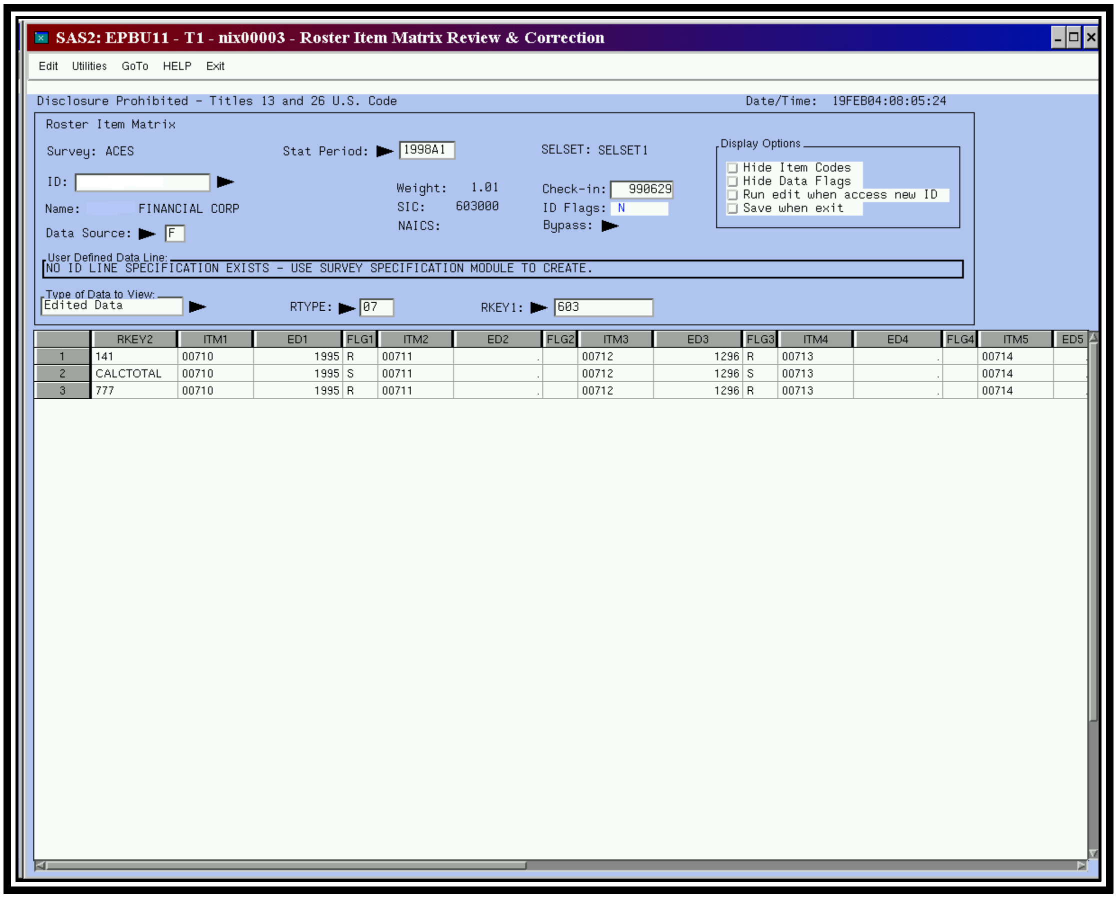

Figure 4.16b Roster Item Matrix Screen (second level of detail)

Screen Features

The Roster Item Matrix screen consists of 2 parts: a Control Information section and a Roster Item Data section. The Control Information section contains control information for the specified ID, including name, check-in date, and other processing information. The Roster Item Data section contains item data collected on the survey form for the ID.

4.16.1 CONTROL INFORMATION SECTION

This section contains information from the Master (DATALIB.CONTROL) and Stat Period (DATA##.C1*yyyypp*) control files for information purposes:

Screen name	Roster Item Matrix
Disclosure statement	Disclosure Prohibited - Titles 13 and 26 U.S. Code
Date/Time stamp	Displays the current date and time
Survey	Displays the survey in review. To change the survey, you must access the Survey Selection screen. Click on the survey field to display the survey name. (See Chapter 4.1 for more information regarding survey selection.)
Stat Period	Displays the stat period(s) currently being processed. This field is correctable. (See detailed information below.)
SELSET	Displays the filename of the selection set currently being processed. Click on the SELSET field to display a description of the selection set. (See Chapter 4.1 for more information regarding selection sets.)

Stat Period

The default base statistical period is displayed on the screen. Unlike the ID by Item screen which allow users to display up to three stat periods of data on the screen, the Roster Matrix screen can only display one stat period of data at a time. To specify a base stat period:

A. Click on the arrow (➤) in the stat period field to display a pick list of available stat periods:

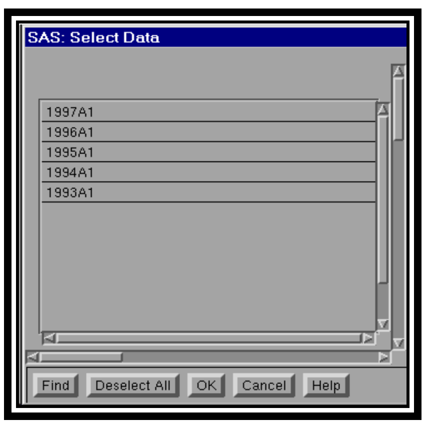

Figure 4.2.1a Stat Period Selection Screen

B. Click on the stat period(s) you want to select.
C. Click on ‘OK’ to populate the screen with data for the corresponding stat period(s).
D. Click on ‘CANCEL’ to return to the Roster Matrix screen..

ID

- Displays the ID associated with the item data on the screen.
- You can access a specific ID in the selection set by:

  1. Keying an ID in the ID field and pressing <ENTER>.

  2. Clicking on the picklist arrow in the ID field to bring up a list of all IDs in the selection set and select an ID to process by clicking on the ID.

Name

- Displays the name of the ID specified in the ID field.
- This field is not correctable.
- You must access the Control Information screen to CHANGE the Name field. (Access the Control Information screen by pressing Ctrl-C, or use the GOTO pmenu option.)

Weight

- Displays the weight used to calculate WDDATA on the item record for the ID.
- This field is not correctable.
- You must access the Control Information screen (and have the proper privileges) to change the weight (WGT) of an ID. (Access the Control Information screen by pressing Ctrl-C, or use the GOTO pmenu option.)

SIC

- Displays the SIC (Standard Industrial Classification Code) for the case ID.
- This field is not correctable.
- You must access the Control Information screen (and have the proper privileges) to change the SIC. (Access the Control Information screen by pressing Ctrl-C, or use the GOTO pmenu option.)

NAICS

- The NAICS (North American Industry Classification System) code for the case ID.
- This field is not correctable.
- You must access the Control Information screen (and have the proper privileges) to change the NAICS. (Access the Control Information screen by pressing Ctrl-C, or use the GOTO pmenu option.)

Check-in

- Displays the date that the data was received (checked-in) for the case.

- Enter date in YYMMDD format, where YY=year, MM=month, DD=date.

NOTE: If you change item data for an ID, the program will automatically prompt you for a check-in date (if one does not exist) when you apply the changes to the database. You have the option of inserting the current date into the check-in date field, however, it is not required.

ID Flags

ID flags provide information regarding the case ID:

N Notes exist for this ID; click on the 'N' to access the Notes screen.

R Respondent text exists for this ID; click on the 'R' to access the Respondent Text screen

S <u>Survey-level</u> edit rejects exist for this ID; click on the 'S' to access the rejects.

U <u>User-level</u> edit rejects exist for this ID; click on the 'U' to access the rejects.

W <u>Single ID</u> edit rejects exist for this ID; Click on the 'W' to access the rejects.

NOTE: For more information on the different types of edits, please see Chapter 8.

Bypass

- Indicates whether an ID should be included in various types of processing.

- Click on the arrow in the bypass field to bring up the Set Bypass Flags screen. The default for each of the bypass options is 'blank', meaning the processing operation <u>is</u> to be performed. To set the bypass flag for any of the processes listed above, click on the button next to the appropriate field.

BYEDIT	blank	Edit this ID
	B	Do not edit this ID
BYSIMP	blank	Perform simple imputation on this ID
	B	Do not perform simple imputation on this ID
BYGIMP	blank	Perform general imputation on this ID
	B	Do not perform general imputation on this ID
BYIMPB	blank	Include this ID in the imputation base
	B	Do not include this ID in the imputation base
BYBUR	blank	Performs batch update on this ID

	B	No batch updates should take place for ID
BYSPLT	blank	Split this ID
	B	Do not split this ID

Note: BYSPLT is only active when an ID is a parent record (PCFLG = 'P'). Otherwise, this option will be inactive (grayed out).

Data Source

- The Data Source field displays a flag which indicates the source of the data for the ID. Data may have been obtained by an analyst, keyed in J'ville, received via fax, etc. Data source flags include the following:

Blank	Case has not been satisfied
A	Analyst phone contact
C	CATI
E	EDI
F	Report form keyed via Key Entry III
I	Internet
J	Clerk phone contact
O	Other
P	CAPI
Q	CSAQ
R	Respondent phone-in
S	Self filer
T	TDE
X	Fax

- To change (or set) a data source flag, click on the arrow in the Data Source field to display a pick list of data source flags and corresponding definitions. Click on the flag you wish to set.

- When data is keyed in the interactive Review and Correction system AND a check-in date is supplied, the data source flag will default to 'A'. (If you want to set a different data source flag for data you have just keyed, you must apply the data updates first and then go back and change the data source flag.)

User Defined Line

Displays select control information fields at the user- or survey- level. These fields must be identified in the Survey Specifications module. (See Chapter 2.8, Data Review Specifications, for information on creating/editing this line.)

Display Options

Users are provided the following display options within the Roster Item Matrix screen:

Option	Function
Hide Item Codes	Indicates whether the item code/mnemonic is to be displayed in the matrix data table. Click on the "Hide item codes" button if you do not want to see the item code/mnemonic associated with the roster item data.
Hide Data Flags	Indicates whether the data flag is to be displayed in the matrix data table. Click on the "hide data flags" button if you do not want to see the data flag associated with the roster item data.
Run Edit When Access New ID	Click on this button to automatically run edits on the next ID that is accessed.
Save When Exit	The 'Save when Exit' option saves only those options located within the 'Display Options' box. If you choose to exit the screen or log out of StEPS, all previously selected display options will remain effective upon return to the screen if the 'Save when EXIT' check box is selected.
Type of Data to View	Indicates which version of the roster item data is to be displayed in the matrix data table: reported, edited, adjusted, or weighted-adjusted. Click on the arrow to display a pick list of valid data types from which to choose.
RTYPE	Indicates which type of the roster item data is to be displayed in the matrix data table. Click on the arrow to display a pick list of valid roster types from which to choose. (See Chapter 2.15, Valid Roster Types File for more information on specifying valid stat period roster types.)
RKEY1	Indicates what additional information associated with the data item value is to be displayed in the matrix data table. This field is displayed when the Roster Item matrix screen is displayed at the second level of detail. The RKEY2 is the variable denoting the category of the second level of detail. The RKEY1 is the variable denoting the category of the first level of detail. Click on the arrow to display a pick list of valid RKEY1 values from which to choose.

4.16.2 ROSTER ITEM DATA SECTION

The Roster Item Data Section contains the roster item data for the ID specified in the Control Information section. Data is displayed according to the column and row specified in the Item Data Dictionary.

Column headings include RKEY(n), ITM(n), FLG(n), RP(n), ED(n), AD(n), WD(n), where 'n' represents the column # (as specified in the Item Data Dictionary) in which the roster item, data flag, and data version appear. The 'n' for the RKEY represents which distinct roster key is associated with a roster item. See below for detailed descriptions of each.

ROSTER KEY (RKEY#)

The roster key is a value which specifies that additional information is reported with the data item (label defined in the Item Data Dictionary). The 11 digit-alphanumeric field will display the RKEY1 when the default screen for displaying data at the first level of detail has been selected, otherwise RKEY2. (See Figures 4.16a and b for examples of each version.)

In the opening example, the RKEY1 value is the abbreviated NAICS code (i.e 6231) and the RKEY2 values are the codes used to distinguish the types of equipment reported by the company (i.e. LAPTOP, COMPUTER,etc.).

- Add a roster key to this screen by selecting the "Add Rkey" option from the EDIT pmenu. (See Section 4.16.3 for detailed information on adding a RKEY.)

- Click on the RKEY(#) field to access the following information regarding a RKEY:

  - RKEY(#) < rkey value> History
    Displays a temporary file containing an audit trail of the RKEY(#) record in a browse data feature.
  - Change RKEY(#) <rkey value>
    Displays the roster key update screen which allows you to change an RKEY(#) value. (See section 4.16.5, Making Corrections, on changing an rkey value.)

ITEM (ITM#)

- The 5-character item code (defined in the Item Data Dictionary) will be displayed.

- The order in which the item codes are displayed is controlled by the row (ROW) and column (COL) fields specified in the Item Data Dictionary. (See Chapter 2.1.1, Item Data Dictionary, for more information on specifying a 'column' and 'row'.)

- Click on the item code to access a complete description of the item.

Note: In the opening example, the item codes are the codes used to identify the total costs for new and used equipment and the detail breakdown. (i.e. 00610, 00711).

DATA VERSIONS (RP, ED, AD, WD)

You can choose the version of data you wish to view using the "Type of data to view" button. Listed below are the 4 different data types and corresponding definitions:

Reported (RP)	Roster Item data reported by the respondent; received through batch update.
Edited (ED)	Roster Item data that has not been 'weighted' or 'adjusted. Edited data can be identical to the 'reported' data of the respondent, or it may reflect changes to the

reported data as a result of imputation or analyst correction.

Adjusted (AD)	For a reporting unit for a specific statistical period, data that incorporates an adjustment factor to compensate for differences between the time periods of the reporting unit and the survey; typically used for monthly surveys to adjust reports which reflect 4- and 5- week time periods. The adjustment flag (ADJFLG) in the Item Data Dictionary must equal 'Y' in order for data to be adjusted. This field is computed as EDDATA * reporting adjustment factor. For those items that are not adjusted, this field will be identical to the edited data (ED) field. Changing an edited data value will not update the adjusted value. The (AD) field will only contain current adjusted data if the adjustment module is run.
Weighted-adjusted (WD)	For weighted items indicated by WGTFLG = 'Y' in the Item Data Dictionary, weighted data is computed as ADDATA * WGT (from stat period control file) or ADDATA * WGT * GWWGT# (where # = 1, 2, or 3 as specified in corresponding ITEM DATA DICTIONARY entry for gweight indicator-GWTNUM).

NOTE: Only the EDITED version of the data is correctable. ('REPORTED' data is generated from batch update; 'ADJUSTED' and 'WEIGHTED' data are calculated from EDITED data using other programs.)

DATA FLAGS (FLG#)

- Associated with each item value is a data flag. Data flags are used to identify the source of the edited data item value. Data flags will be displayed unless you click on the "Hide data flags" button. (See Section 4.2.2 for a complete list of data flags and corresponding definitions.)

- When you edit data in the item field, the data flag will automatically default to 'A' for 'analyst correction'.

- If you do not want to use the default data flag 'A', click on the data flag field to display the Data Flag screen and select another using the mouse. Some data flags are set by various programs within StEPS. Your data flag choice will be limited to those that are correctable by 'analysts' only. (See the "Set by:" column in the Data Flag table in section 4.2.11).

SURVEY, ID

The last 2 columns of the Roster Item matrix table contain the following fields:

Survey Identifies the survey currently being processed
ID Identifies the ID currently being processed

4.16.3 ADD RKEY

The ADD RKEY screen can only be accessed from the Roster Item Matrix screen. It allows you to add a RKEY record for a case ID. A RKEY value can be an alphanumeric code selected to be used with item data values (ITM). To add a RKEY, click on the EDIT pmenu and select the "Add Rkey" option. NOTE: RKEY values must already be specified in the PARMLIB.VRKEY1 and the PARMLIB.VRKEY2 files before they can be added using this screen.

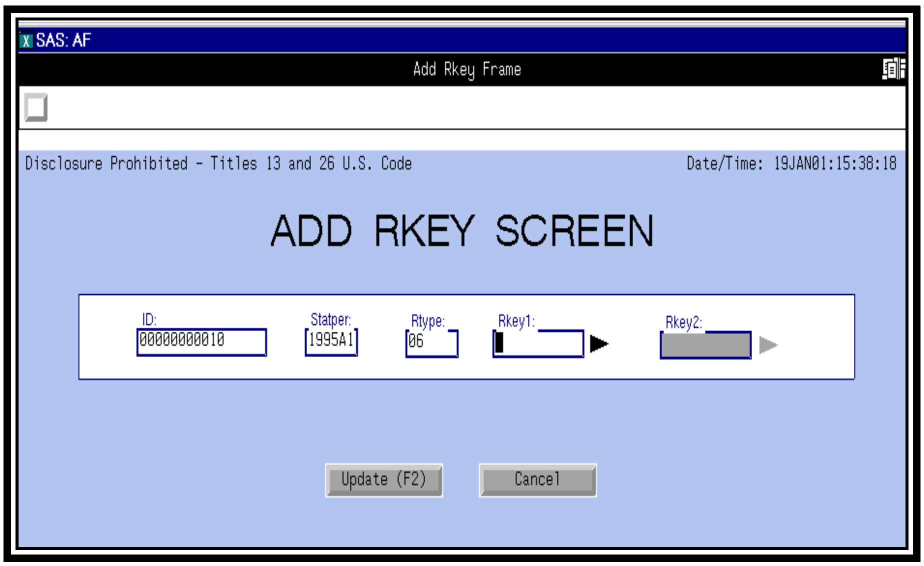

Figure 4.16.3a Add Rkey screen

The ADD RKEY screen contains the survey, stat period, the rtype currently being processed and the RKEY(#) fields for adding the RKEY values. NOTE: To access a different RTYPE, you must press the CANCEL button and return to the Roster Item Matrix screen to select another RTYPE.

- You can **add** a RKEY provided:

  1. You have the proper privileges to correct data (DATAPRIV = 'U' or 'P').
  2. The RKEY is already specified in the PARMLIB.VRKEY1file if adding a RKEY1 value or PARMLIB.VRKEY2 file if adding a RKEY2 value.
  3. The stat period is specified in the VSTATP file as being a correctable stat period.

An error message will display if you attempt to add a RKEY that is not valid, enter a duplicate RKEY, or if you do not have the proper privileges.

To add a RKEY, a user can either type in a RKEY value or click on the arrow in the RKEY field to display a pick list of valid RKEY's from the respective VRKEY file. The RKEY's and their descriptions are displayed in the pick list in ascending order.

- Once you have selected the RKEY value, you can save the changes by:

  1. Pressing F2.
  2. Clicking on the "Update" button at the bottom of the screen.

  The program will return you to the Roster Item Matrix screen. The new RKEY that you have just added will be displayed.

- Cancel corrections by:

  1. Exiting the screen without applying the corrections.
  2. Selecting the "Cancel" button at the bottom of the screen.

4.16.4 DELETE RKEY

To **delete** a RKEY value AFTER it has been entered and applied, position the cursor on the observation number outside the matrix and press F6 to delete the RKEY and the entire row.

4.16.5 MAKING CORRECTIONS

- Corrections can only be made to the edited data. Before attempting to make a correction, be sure you have selected the correct data version from the "Type of Data to View" pick list. If you attempt to make a correction to any other data versions (reported, adjusted, weighted-adjusted), an error message will display: *"You may not modify this field."*

- You can correct the 'edited' version of the data provided:

  1. You have the proper privileges to correct data (DATAPRIV = 'U' or 'P').
  2. The roster data item is specified in the Item Data Dictionary as being a correctable field (CORFLG = 'U' or 'P').

  An error message will display if you attempt to correct a field that is not correctable or if you do not have the proper privileges.

- You may type over an existing value or delete the contents of a field to enter a different value. (Click in the item data field, press the DELETE key, then press <ENTER> to delete the contents of a field. Click on the observation number column outside the matrix and press F6 to delete the entire row.)

1. Enter the item value in the item data field that you want to change and press <ENTER>.

Note: YOU MUST PRESS <ENTER> EACH TIME YOU ENTER OR CHANGE A DATA VALUE, OR YOUR CORRECTIONS WILL NOT TAKE.

2. The default data flag of ‘A’ for ‘analyst correction’ will automatically display after making a change or entering data. You can also choose a different flag by clicking in the data flag field and using the mouse to select another flag.

- Once you have completed all changes to an ID, you can save the changes by:

1. Selecting the “Apply Corrections” option from the EDIT pmenu.
2. Pressing F2.

- Cancel corrections by:

1. Exiting the screen without applying corrections.
2. Selecting the “Undo” option from the EDIT pmenu. (You can “undo” corrections as long as they have not yet been “applied.”)

- If you want to change a RKEY(#), click on the RKEY(#) field you want to modify. Select the ‘Change Rkey(#) *<rkey value>*’ option and the following message will appear to confirm that you want to change a RKEY(#) field:

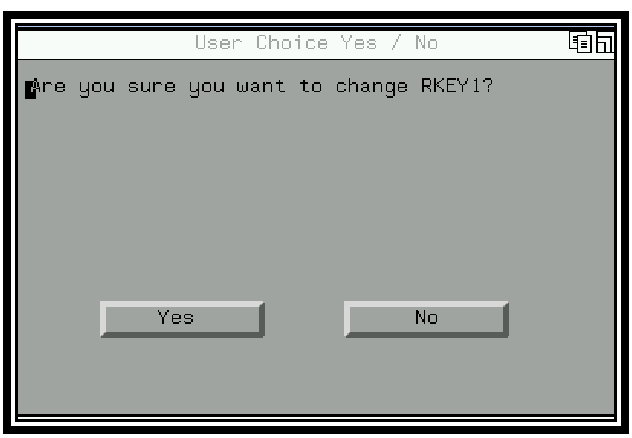

Figure 4.16.5a Changing RKEY Confirmation Screen

1. Click on “Yes” to proceed with changing the RKEY(#).
2. Click on “No” if you do not want to change the RKEY(#).

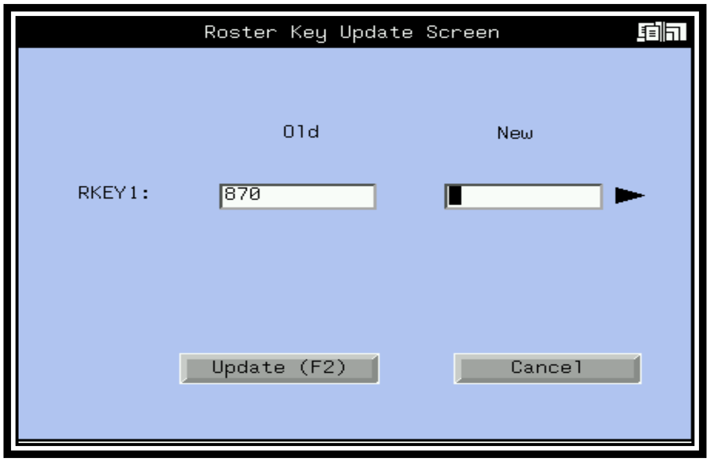

Figure 4.16.5b Roster Key Update Screen

1. The old RKEY(#) field is displayed and is not correctable.
2. Enter a RKEY(#) in the new RKEY field or click on the arrow to display a pick list of valid RKEY's.
3. Click on the Update (F2) button to apply the correction.
4. Click on the Cancel button to cancel the change and revert back to the original RKEY value.

- You must apply corrections before exiting the roster item matrix screen and moving on to another. If you attempt to exit the screen without first applying the corrections, a warning message will display:

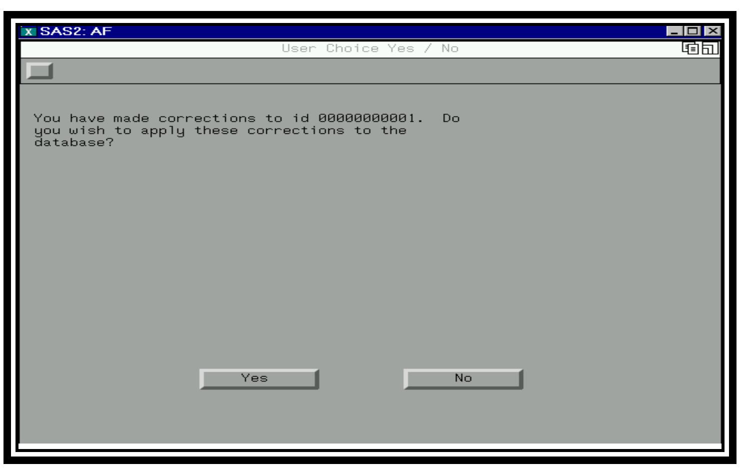

Figure 4.16.5c Apply Corrections Confirmation Screen

1. Click on "Yes" to apply the corrections.
2. Click on "No" to cancel the changes.

- If you access an ID that has no check-in date, you will be prompted to enter one when you exit the Roster Item Matrix screen:

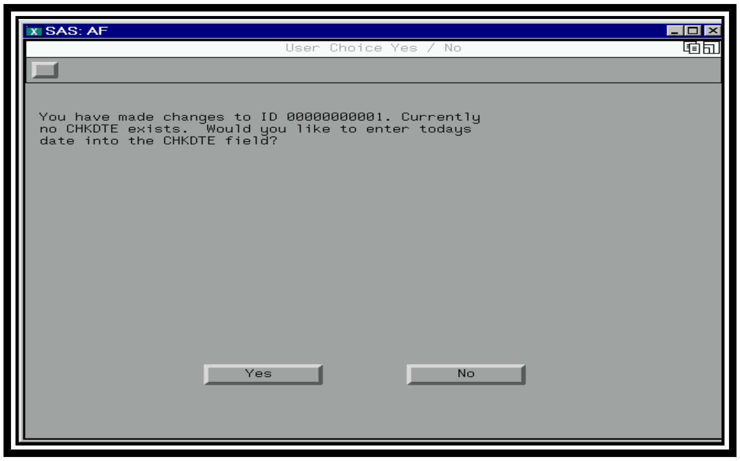

Figure 4.16.5d Check-In Date Confirmation

1. Click on “Yes” to have today’s date inserted into the check-in date field.
2. Click on “No” if you do no want to insert today’s date into the check-in date field.

- A roster item audit trail (DATALIB.RRAUDIT) will be created for all corrections applied to the database. The following fields will be included in the roster audit trail:

SURVEY	Survey name
STATP	Statistical period
ID	Case ID
RTYPE	Roster Item Type
RKEY1	First Roster Key
ORKEY1	Value of roster key 1 before change
RKEY2	Second Roster Key
ORKEY2	Value of roster key 2 before change
ITEM	Item Code/mnemonic
OLDFLAG	Data flag before change
NEWFLAG	Data flag after change
OLDVAL	Value of item before change
NEWVAL	Value of item after change
DTTYPE	Data type (Reported, Edited, Adjusted, Weighted)
USRNME	Name of user who made the change
PRGNME	Name of program to update the value
PRGDTM	Date/time the update took place

- To access the Roster Item Audit Trail:

1. Click on “Roster Data” from the GOTO pmenu..

2. Click on “Audit Trail”.
3. Choose “Roster Audit by ID” or “Roster Audit by Date”.

4.16.6 RUN SINGLE ID EDIT

- Run a simple edit on the ID by clicking on the EDIT pmenu and selecting the “Run edit” option.

- Edit tests that have been defined in the Edit Definitions (See Chapter 8) as active for the “Single ID” test will be run. If the ID fails any of the single ID edit tests, the following message will display, indicating the number of rejects:

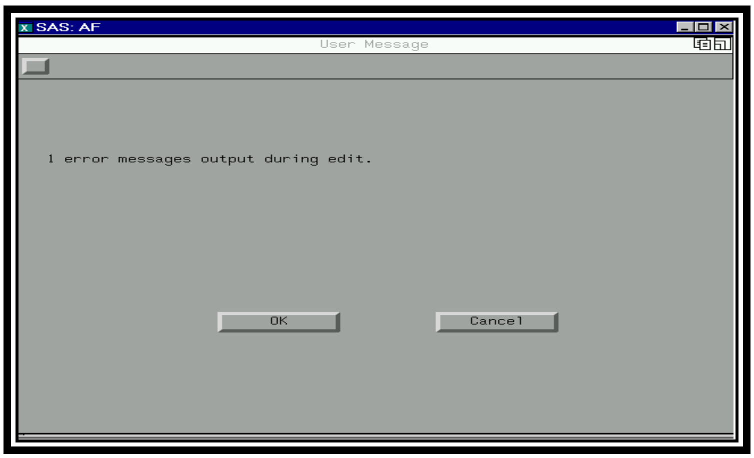

Figure 4.16.6a Number of Edit Rejects Screen

- Click on “OK” to display the edit reject messages:

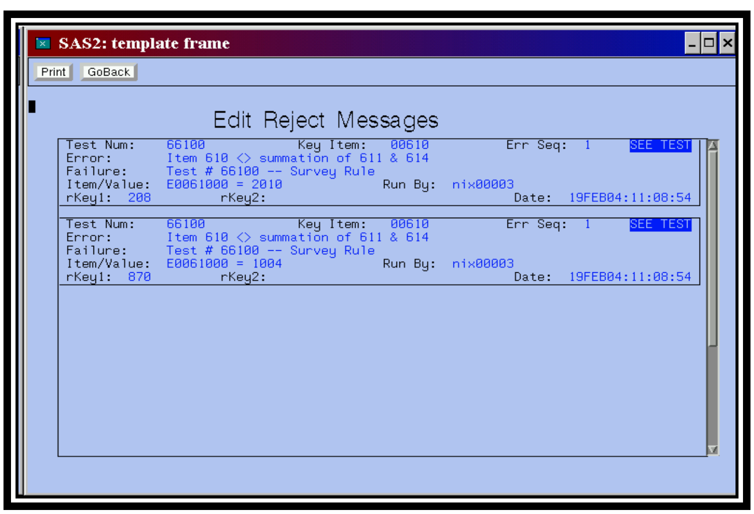

Figure 4.16.6b Edit Reject Message Screen

Test Num	Edit test number as defined in the Roster Edit Definitions screen
Key Item	Item code of key item in test
Err Seq	Sequence number of edit reject (i.e., ‘3' is 3rd edit failure, ‘5' is 5th edit failure) in edit run
Error	Edit reject message as defined in the Roster Edit Definitions screen
Failure	Test #, key item, and type of edit failure (i.e., List Directed, Balance, Required Item)
Item/Value	Key Item and its corresponding value
Run by	User name of person to last run the Single ID edit test
Rkey1	First Roster key value
Rkey2	Second Roster key value
Date	Date the Single ID edit test was run

- The Edit Reject Message screen is for viewing purposes only. You cannot correct the rejects on this screen. Data corrections must be made in one of the Review and Correction screens (i.e., ID by Item, ID Matrix, Roster Item Matrix).

- Click on the PRINT button at the top of the screen to print the edit rejects for the ID.

- Click on the GOBACK button at the top of the screen to return to the Roster Item Matrix screen.

- Click on “SEE TEST” (in the upper right corner of the test block) to access the actual parameter entry for the test:

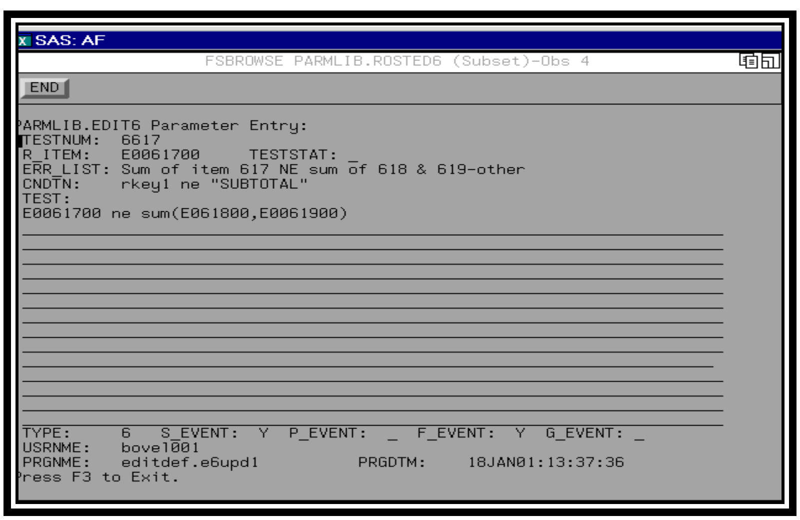

Figure 4.16.6c Roster Edit Parameter Screen

TESTNUM	Edit test number as defined in the Roster Edit Definitions screen
R_ITEM	Key review roster item (roster item code with prefix and suffix)
TESTSTAT	Indicates whether or not the test is active (blank = active, I = inactive)

ERR_LIST	Edit reject message as defined in the Roster Edit Definitions screen
CNDTN	Pre-condition as defined in the Roster Edit Definitions screen
TEST	Edit test as defined in the Roster Edit Definitions screen
TYPE	Type of edit test as defined in the Roster Edit Definitions screen (i.e., '1' = Required Item, '2' = Range, '3' = List Directed)
S_EVENT	Indicates whether test is active for the Single ID edit
P_EVENT	Indicates whether test is active for the Pre-edit
F_EVENT	Indicates whether test active for the Full edit
USRNME	Identifies user who last updated the edit test definition
PRGNME	Identifies the program used to update the edit test definition
PRGDTM	Indicates the date the program to update the edit test definition was run

- If edit rejects are identified through the "Run edit" option on this screen, a 'W' will be displayed in the ID Flags field in the Control Information section. The 'W' indicates that single ID edit rejects exist for this ID. At any time, you can click on the 'W' to display a list of the edit rejects, as shown in Figure 4.16.6b. The 'W' will remain in the ID Flags field until you correct all rejects and rerun the edit.

- Press F3 to exit this screen. (See Chapter 8 for more information on Edits.)

NOTE: Presently, roster items are located on a separate file from the non-roster item file. Therefore, edits pertaining to roster items MUST be run independently of the non-roster item data edits in order for both item files to be accurate.

4.16.7 WEIGHT ITEMS

Some IDs have weights. If you make changes to the edited-unadjusted data, the weighted data will not reflect these changes, unless you re-weight the data.

Currently, you can only weight the roster item data for an individual ID specified in the Control Information section, by selecting the "Weight items" option from the EDIT pmenu. If you prefer to make corrections to many IDs and then weight the data for non-roster data items all at once, you can do so using the "Estimation" option in the RUN PROCESSES module. You must have the proper privileges to run the weight program for all non-roster items.

4.16.8 DERIVE ITEMS

Some IDs have derived items. Derived items are items that are not actually collected for a survey, but that are calculated or derived from other items. These other items may be items that are on the form or may be derived items themselves. If you have made changes to edited-unadjusted data, your derived roster item values will not reflect these changes, until you run the derived item program.

Currently, you can only derive the roster item values for an individual ID specified in the Control

Information section, by selecting the "Derive Items" option from the EDIT pmenu. If you prefer to make corrections to many IDs and then derive items for non-roster data items all at once, you can do so using the "Derived" option in the RUN PROCESSES module.

After the program has run, a message will display, indicating that the run has been completed. The program will assign derived item values a data flag of 'D' or 'V'. 'D' indicates that the derived item value is to be treated as reported data. 'V' indicates that the derived item value is to be treated as imputed data.

4.16.9 RUN SIMPLE IMPUTATION

Run simple imputation on the ID by clicking on the EDIT pmenu and selecting the "Run Simple Imputation" option. Simple imputation tests that have been defined in the Simple Imputation module as active will be run. (See Chapter 9 for more information on Imputation.)

When the program has finished executing, a message will display, indicating that the run has been completed. The program will assign imputed values a data flag of 'E'. 'E' indicates that the imputed item value is to be treated as reported data.

NOTE: Presently, roster items are located on a separate file from the non-roster item file. Therefore, simple imputation tests pertaining to roster items MUST be run independently of the non-roster item data simple imputation tests in order for both item files to be accurate.

4.16.10 RUN SIMPLE IMPUTATION AND EDIT

Run both the simple imputation AND the edit on the ID by clicking on the EDIT pmenu and selecting the "Run Simple Imputation and Edit" option. See Sections 4.16.6 and 4.16.9, above, for more information.

P-Menus

P-Menu	Options	Function
EDIT	Apply corrections (F2) Apply corrections + run survey defined processes (F9) Undo Delete (F6) Add Rkey Run edit Derive items Weight items Run simple imputation Run simple imputation and edit	Apply corrections to database Apply corrections and run processes defined in survey setup Undo changes to ID Delete contents of a field/row Access the Add Rkey screen for this ID Run the single ID edit Calculate derived items for ID Weight items for ID Run simple imputation for ID Run simple imputation, followed by edit (for ID)
UTILITIES	Next ID (F5) Previous ID (F4) Next page (PgDwn) Previous page (PgUp) First ID Last ID Print	Access next ID in selection set Access previous ID in selection set Access next screen of data for ID Access previous screen of data for ID Access first ID in selection set Access last ID in selection set Print Roster Item Matrix screen
GOTO	Control Data➤Control Information Collection History Status Changes Audit Trail➤ Control Audit by ID Control Audit by Date Item Data➤ID by Item ID by Item CP Item by ID ID Matrix Historical Data Audit Trail➤ Item Audit by ID Item Audit by Date Roster Data➤Audit Trail➤ Roster Audit by ID Roster Audit by Date Respondent Text Notes	Access the Control Information screen for this ID Access Collection History screen for this ID Access Status Changes screen for this ID Access Control Audit by ID screen for this ID Access Control Audit by Date screen Access ID by Item screen Access ID by Item CP screen Access Item by ID screen (for selected item) Access ID Matrix screen for this ID Access Historical Data screen for this ID Access Item Audit by ID screen for this ID Access Item Audit by Date screen Access Roster Audit by ID screen for this ID Access Roster Audit by Date screen Access Respondent Text screen for this ID Access Notes screen for this ID
HELP	Roster Item help (F1) Data Flags Function Key Help WhoamI (F7)	Display help information on using the Roster Item screen Display all data flags within the Review and Correction module Display the various function keys within the Review and Correction module Display user default and systems information
EXIT	StEPS Main Menu (Home) Exit (F3)	Return to StEPS Main Menu Exit to previous screen